

31 December 1946

MEMORANDUM TO EXECUTIVE DIRECTOR  
 ASSISTANT DIRECTOR FOR OPERATIONS  
 ASSISTANT DIRECTOR FOR OFFICE OF REPORTS AND ESTIMATES  
 ASSISTANT DIRECTOR FOR OFFICE OF COLLECTION AND DISSEMINATION  
 CHIEF, ICAPS ✓

Subject: Control and Functions of the Washington Document Center

1. Instructions previously issued charging the Office of Reports and Estimates with responsibility for the operation of the Washington Document Center are revoked.
2. The Washington Document Center is assigned, effective 1 December 1946, to the Office of Operations, and designated the Documents Branch of that Office.
3. The functions of the Documents Branch Office of Operations, will be:
  - a. To receive foreign documents for cataloging, summarizing, and translation. Determination of documents to be received will be made in coordination between the Assistant Directors for Operations, and Collection and Dissemination.
  - b. To prepare subject lists of accessions for distribution as determined by the Office of Collection and Dissemination.
  - c. To prepare extracts and summaries from documents in its possession to meet requirements received from the Office of Collection and Dissemination.
  - d. To prepare literal translations of documents in its possession to meet requirements received from the Office of Collection and Dissemination.
  - e. To provide such technical liaison with similar activities as may be authorized by the Assistant Director for Operations.

4. The Assistant Directors for Reports and Estimates, and Collection and Dissemination will coordinate closely in determining

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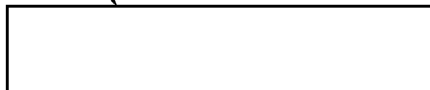
requirements and priorities for production of intelligence information by the Documents Branch of the Office of Operations, and the appropriate dissemination of such information. Requirements may include continuous projects of a specific nature, necessitating broad exploitation by the Documents Branch of all documents containing portions of information on a designated subject.

5. The Assistant Director for Operations will coordinate with the Assistant Director for Reports and Estimates to determine final disposition of documents when no longer required for continued active translation purposes.

6. a. The Assistant Director for Operations may prescribe procedures for direct contact between SIG activities and the Documents Branch of his Office.

b. Contacts from other government agencies will be through the Office of Collection and Dissemination, except for authorized technical liaison with similar activities.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, ACD  
Executive for Personnel  
and Administration

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DISPOSITION FORM

FROM	TO	DATE		FROM	TO	DATE	
			DIRECTOR OF CENTRAL INTELLIGENCE				CHIEF, CENTRAL REPORTS STAFF
			DEPUTY DIRECTOR, C.I.G.				25X1
			ASSISTANT TO THE DIRECTOR				
			SECRETARY, N.I.A.				
	X		Executive Director				
			CHIEF OF OPERATIONAL SERVICES				Western Hemisphere Branch
X		1946 18 Dec	Chief, ICAPS				
			CHIEF, CENTRAL PLANNING STAFF				ADMINISTRATIVE OFFICER
			25X1				Personnel Branch
				Budget & Fiscal Branch			
				Administrative Services Branch			
				Central Records			
				Security Branch			

REFERENCES:ENCLOSURES:

- Draft of recommended functions of Washington Document Center

ACTION

DIRECT REPLY

RECOMMENDATION

COMMENT

SIGNATURE

FILE

INFORMATION

NOTE

RETURN

MAIL

PREPARATION OF REPLY

REMARKS:

1. Attached is draft of recommended order placing the Washington Document Center under the Office of Operations and prescribing its functions.

2. The following concurrences have been obtained to this draft:

Office of Operations (General Sibert)  
Office of Collection and Dissemination (Captain Olsen)  
Office of Reports and Estimates

DONALD EDGAR

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(Continue "Remarks" on back, if necessary)